

THE PHILIPPINE SPECIALTY BOARD OF RHEUMATOLOGY

THE CERTIFYING EXAMINATION FOR DIPLOMATE IN ADULT RHEUMATOLOGY

***** CODE OF PROCEDURES *****

For Fiscal Year 2019-2020
(Revised September 22,2019)

I. IMPORTANT ANNOUNCEMENTS:

1. Date of examination is set on September 30, 2019.
2. Documents shall be submitted to PRA office on or before midnight (*office hours till 5 pm*) of August 30, 2019. Strictly no extensions will be accorded.
3. Incomplete documents will **NOT** be processed.
4. Only those candidates who have submitted the complete requirements and have been approved by the PSBR will be allowed to take the examination.
5. Exam venue will be in 6th Floor, Conference Room Clinical Division University of Santo Tomas Hospital.

II. QUALIFICATIONS FOR THE CERTIFYING EXAMINATIONS:

A. Fellowship Training:

1. To qualify for the PSBR examination, a candidate must have completed at least 2-year Adult Rheumatology training program in a fully accredited training hospital by the PRA Accreditation Committee.
2. A certified true copy of the **Diploma** should be submitted as proof of completion of fellowship training. The minimum authorized signatories of the diploma should include: Chair and Training Officer of the Section of Rheumatology, and Medical Director of the hospital. The certified true copy must be issued by the authorized office and signed by the designated officer of the training center.
3. The candidates and designated officials of the institution (Chair, Training Officer and Medical Director) will be held responsible for informing the PSBR of any changes in the candidates' qualifications that would affect his/her eligibility to take the written examination. In such cases, the candidate must make the proper withdrawal from the examination in accordance with the policies concerning examination fees.
 - 3.1. A complete list of eligible candidates for the PSBR certifying exam will be sent to the Chairmen of the training institutions one month before the date of examination. Any complaints regarding the same will be entertained only up to one week after the date of receipt of list of eligible candidates, after which the list will be considered final and unappealable.

Both the PRA and the PSBR reserve the right to disqualify from or nullify the examination results of any candidate who is found to be deficient in his/her qualifications OR who submitted fraudulent documents OR has any criminal liabilities.

B. Examination Fees:

1. The written certifying examination fee is Php 5,000 and may be changed subject to the approval of the PRA Board of Trustees.

Written Examination Fee - P5, 000

Policies concerning examination fees

- 1.1. No refunds are allowed.
- 1.2. If for any justifiable reason or unforeseen circumstance as defined by the board, a candidate is unable to take the written examination, he must state in writing (addressed to the PSBR chair) the reason/s for the withdrawal and must be submitted not later than 48 hours before the scheduled date of the examination. The justifiable reasons are the following: serious illness or death of a SPOUSE or first degree relative

1.3. and travel conditions that significantly delay the travel to the examination site. The examination fee shall then be credited to future examinations, but shall be valid only for a period of one (1) year. Failure to formally withdraw from an examination will automatically cause the forfeiture of the corresponding payment. In the event an increase in the examination fee is implemented, the prevailing fee at the time the candidate applies to take the exams shall be the reference amount and the balance shall be settled in full.

1.4. Candidates who fail to show up on the examination date without prior written notice will automatically forfeit the payment of the exam fee.

C. Submission of Application to take the Diplomate Certifying Exam:

1. PSBR shall write ALL accredited training institutions 3 months before the date of examination to submit the names of all graduating Adult Rheumatology Trainees who are eligible to take the PSBR examination the same year. The list must be received by PSBR by mail two (2) months before the date of examination. The Training Officer, the Department Chair, and the Medical Director of the Training Institution must certify that the list of candidates is correct and indeed eligible to take the diplomate exam.
2. Application for the PSBR Examination must be submitted one month before the date of examination.
3. The Secretariat shall ascertain the completeness of the application forms and all other attached documentary requirements. These shall be reviewed, validated and approved by the Chair of PSBR.
4. The candidate will be informed of the approval or disapproval of his/her application via mail two weeks before the date of examination. The candidate in turn must acknowledge receipt of such communication by mail as well.
5. ALL ELIGIBLE CANDIDATES ARE ADVISED TO SECURE ALL REQUIREMENTS AND APPLY EARLY AND NOT WAIT FOR THE DEADLINE.

III. Time Limitations/Retakes for the Examination:

1. All candidates must submit the complete requirements regardless of the number of times he/she has taken the examination.
2. There is no limit as to the number of times a candidate may take the examination.

IV. Administration of the written examination:

The Chair and members of the PSBR are responsible for administering the examination and responding to the following issues during the actual examination:

1. queries and complaints;
2. decisions about change in the wordings of the items in the examination.

V. Release of results of PSBR Exam

1. The PSBR shall deliberate on the results of the examination. The Chair shall then present the recommendations of the PSBR to the PRA Board of Trustees. Once approved, the results of the examination shall be promptly released .
 - 1.1. An email will be sent to the Section Chair of each training institution not later than two (2) weeks after final deliberation.
 - 1.2. The list of new diplomates will be uploaded to the PRA website as soon as all training institutions has been informed.

VI. SCHEMA OF THE WRITTEN CERTIFYING EXAMINATION:

1. Nature of the Examination

Passing the PSBR written examination is the final step to be conferred a Diplomate in Rheumatology. The Written Examination assesses the examinee's comprehension of clinically relevant concepts in Rheumatology. This requires recall of updated medical information necessary to understand the concepts. Principles derived from such concepts are also verified in application to patient-problems for diagnosis and treatment.

2. ANALYSIS OF RESULTS/FEEDBACKS:

After the examination, the following information will be transmitted to all PRA training institutions corresponding to where the candidates completed their training and to the PRA Committee on Accreditation:

- a. Final result- Passed / Failed
- b. Performance by subject category

Only the PSBR Chair shall be allowed to give statement or opinion regarding the results of the examination.

Proper handling of requests for review of examination results, in particular, requests concerning matters beyond technical review shall be addressed by the PSBR.

3. Scope of the written examination

1. There shall be a total of 200 QUESTIONS allocated thus:
2. The exam questions may be arranged randomly, and in no particular order of category.
3. The list of topics will be provided to all training institutions.

4. References

- 1.1. The official textbook reference of the Written Certifying Examinations is the latest edition of Kelley's 10th edition
- 1.2. Additional references include current published Clinical Practice Guidelines and recommendations from the local and international societies (ACR, APLAR, EULAR, IOF, ISCD)

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